

**MEMORANDUM
DEPARTMENT OF FACILITY SERVICES
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **AUGUST 23, 2011**

From:  **JAMES DURFEE / WILL DICKINSON**

Subject: **PURCHASE OF AN ION CHROMATOGRAPH**

ACTION REQUESTED / RECOMMENDATION: It is recommended that your Board take each of the following actions related to purchase of an ion chromatograph for the Wastewater Laboratory using funds from the Environmental Utilities budget:

1. Approve the attached Budget Revision canceling \$65,000 from reserve account 2420/546000, designated for Fixed Asset Acquisition, and appropriate funds in Account 4451-Equipment.
2. Approve the addition of one (1) Ion Chromatograph to the Master Fixed Asset List.
3. Request early purchase of the fixed asset prior to approval of the 2011/2012 Final Budget.
4. Authorize the Purchasing Manager to solicit bids, award to the lowest responsive and responsible bidder, and sign all necessary documents.

BACKGROUND: The Fiscal Year 2010/2011 Environmental Utilities budget included an appropriation of \$65,000 for purchase of an ion chromatograph as a Fixed Asset. An ion chromatograph is a laboratory instrument used to determine the concentration of chemicals in wastewater. Delays in the purchase of this instrument resulted in the request for bid approval extending into Fiscal Year 2011/2012. Due to the delay, the requisition was not encumbered and funding did not roll over into the new fiscal year.

Purchase of this instrument is expected to greatly reduce lab costs incurred by local sewer districts. Estimated payback on this instrument is just under three years and will improve our ability to respond to fluctuations in wastewater effluent. Approval of the recommended actions will expedite purchase of this important equipment.

ENVIRONMENTAL CLEARANCE: The actions requested are not subject to environmental review.

FISCAL IMPACT: The attached Budget Revision will cancel \$65,000 from the Designated for Fixed Asset reserve account and appropriate funds in Account 4451-Equipment for the purchase of one ion chromatograph. Approval of this request will have no impact on the General Fund.

JD:WD:HW

BUDGET REVISION

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PAS DOCUMENT NO.

Facility Service to do journal to cancel reserves

BUDGET REVISION

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
12	BR	65,000.00	1

- Cash Transfer Required
- Reserve Cancellation Required
Fund 260/800 GL2420 SubGL 546000
- Establish Reserve Required

- Auditor-Controller
- County Executive
- Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT

APPROPRIATION ADJUSTMENT

DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
											12	014		260	800	990628	90628	4451			65,000.00
TOTAL										0.00	TOTAL										65,000.00

REASON FOR REVISION: TO CANCEL RESERVES IN THE ENVIRONMENTAL UTILITIES FUND AND INCREASE APPROPRIATIONS FOR FIXED ASSETS
FOR THE PURCHASE ONF ONE (1) ION CHROMATOGRAPH.

Prepared by Valerie Bayne Ext 6803
Department Head Valerie Bayne
Board of Supervisors _____

Date: 8/23/11
Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE

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